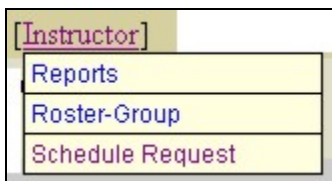


INSTRUCTOR

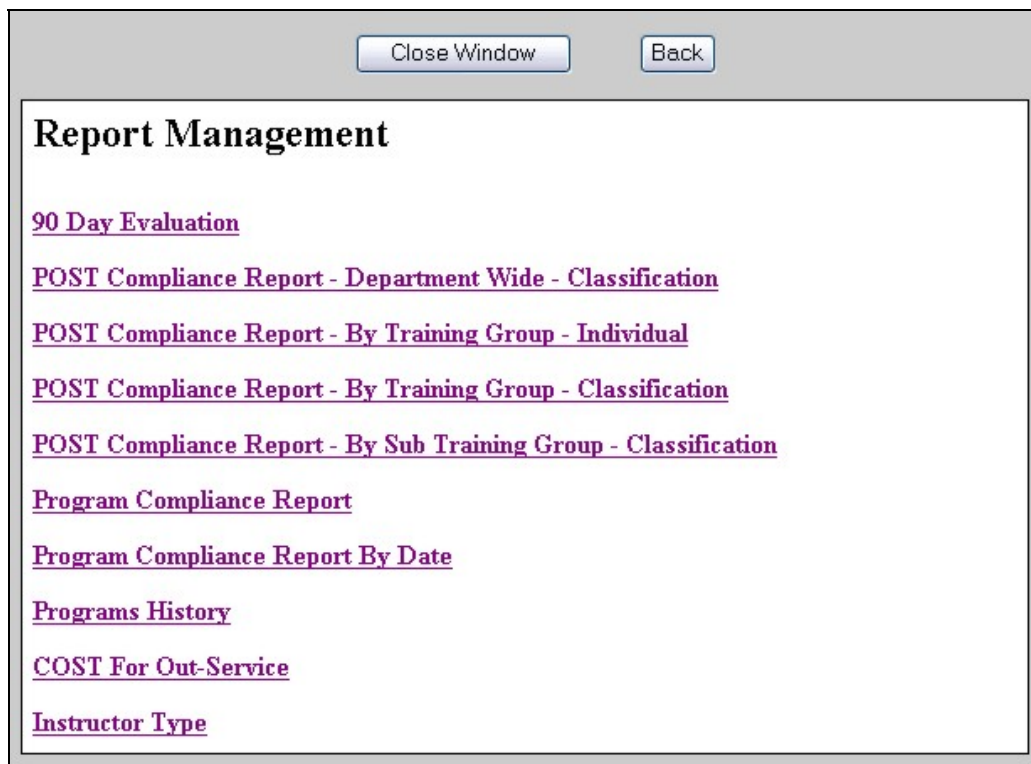
OVERVIEW: As an Instructor, you will have all the functions of an Employee (see Employee Help Files).

The Instructor Role will allow the User to manage all of their Programs. They have an Instructor drop down list.

- I. **Tasks:** By placing the mouse on the [Instructor](#) link, three tasks will appear on a drop down list: Reports, Roster-Group and Schedule Request.



- A. [REPORTS](#): This will allow the User to run certain standard reports for all Department Employees. By clicking the [Reports](#) link within the Instructor drop down list, a screen will appear with several standard reports. The screen will look similar to this:



- B. [ROSTER-GROUP](#): To submit a new Group Training Attendance Roster for a completed program, click the [Roster-Group](#) link. The screen will look similar to this:

Close Window Back

Request to Add Program
[SUBMIT]

Search by Program Title:
[] search

Completed Training Attendance Rosters
[View](#)

[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [Other]

Program Title	Program Category	P.O.S.T.
---------------	------------------	----------

1. Locate a program by the [A-Z](#) listing or the search function. The screen will look similar to this:

Close Window Back

Request to Add Program
[SUBMIT]

Search by Program Title:
[] search

Completed Training Attendance Rosters
[View](#)

[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [Other]

Program Title	Program Category	P.O.S.T.
Defensive Driver Training Program	Administration	False
Defensive Tactics Instructor	Instructor Training	True
Defensive Tactics Instructor Refresher	Instructor Training	True
Defensive Tactics Instructor Update	Public Safety	True
Defensive Tactics Instructor, Lead	Instructor Training	False
Defensive Tactics Instructor-Baton	Instructor Training	True
Defensive Tactics Introduction	Public Safety	False
Defensive Tactics Training and Qualification	Public Safety	False
Defensive Tactics, Straight Baton	Public Safety	True
S&K Defensive Tactics Update	Public Safety	True
Verbal Judo Defensive Tactics	Public Safety	False

2. Click the [Program Title](#) link to bring up the Training Attendance Roster (Group). The screen will look similar to this:

Close Window Back

Training Attendance Roster (Group)

Program Title: Defensive Driver Training Program

Hours: 4

Program Location:

Training Provider: DPR

Program Provider:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

submit

- a. Complete all required fields and **submit**. The screen will look similar to this:

NOTE: The program will now be listed on your Completed Training Attendance Roster database.

Close Window STEP 1 OF 3 [Go To Next Step]

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Non-Department Trainee(s)			
Last Name	First Name	Classification	Employer

ADD to Roster

Hold down 'Ctrl' to select multiple Employees

- AARSTAD, BYRON : Groundskeeper
- AASEN, JOANNE : Guide I Historical M
- ABLES, RICHARD : Park Maintenance Wor
- ABMA, ERIC : Lifeguard
- ABRAHAM, JOHN-PAUL : Senior Maintenance A
- ABSHER, ELLEN : State Park Interpret
- ACEITUNO, CHRISTINA : Staff Services Manag
- ACKERMANN, NICOLE : State Park Ranger
- ACKHOFF, PETER : Lifeguard II (Season
- ADAMA, DALE : Lifeguard
- ADAMACHE, DERRICK : Firefighter/Security
- ADAMS, ALLEN : Maintenance Aide (Se
- ADAMS, JACK : Maintenance Aide (Se
- ADAMS, KAREN : Associate Landscape
- ADAMS, KELLY : Lifeguard I (Season
- ADAMS, RICHARD : FORESTER I/NONSUP
- ADAMS, ROBIN : Park Aid -Seasonal-
- ADAMS, TANIA : Senior Park Aid (Sea
- ADAMS, WESLEY : Park Maintenance Ass
- ADAMSON, KIM : Park Aid -Seasonal-

NO DATA

ADD to Roster

REMOVE

- b. **Step 1:** Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To

remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

Close Window **STEP 1 OF 3** [[Go To Next Step](#)]

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Non-Department Trainee(s)			
Last Name	First Name	Classification	Employer
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Hold down 'Ctrl' to select multiple Employees

AARSTAD, BYRON : Groundskeeper
AASEN, JOANNE : Guide I Historical M
ABLES, RICHARD : Park Maintenance Wor
ABMA, ERIC : Lifeguard
ABRAHAM, JOHN-PAUL : Senior Maintenance A
ABSHER, ELLEN : State Park Interpret
ACEITUNO, CHRISTINA : Staff Services Manag
ACKERMANN, NICOLE : State Park Ranger
ACKHOFF, PETER : Lifeguard II (Season
ADAMA, DALE : Lifeguard
ADAMACHE, DERRICK : Firefighter/Security
ADAMS, ALLEN : Maintenance Aide (Se
ADAMS, JACK : Maintenance Aide (Se
ADAMS, KAREN : Associate Landscape
ADAMS, KELLY : Lifeguard I (Seasona
ADAMS, RICHARD : FORESTER I/NONSUP
ADAMS, ROBIN : Park Aid -Seasonal-
ADAMS, TANIA : Senior Park Aid (Sea
ADAMS, WESLEY : Park Maintenance Ass
ADAMSON, KIM : Park Aid -Seasonal-

----->>>>>

Hold down 'Ctrl' to select multiple Employees

YUNE, DENNIS : Non-Department
DEBELLIS, TOM : Non-Department
BOST, PATRICIA : Staff Service Analys
COMBS, CHARLES : Park Maintenance Chi
BABCOCK, DAVID : Guide I Historical M

<<<<<<-----

- c. Once all of the Employees who have attended the training are added, click the [\[Go to Next Step\]](#) link to complete grade, hours and training category. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3

#	Name	Classification	Grade	Hours	Training Category	
1	YUNE, DENNIS	Surfer	N/A <input type="button" value="v"/>	4 <input type="button" value="v"/>	Job Related <input type="button" value="v"/>	Delete
2	DEBELLIS, TOM	Consultant	N/A <input type="button" value="v"/>	4 <input type="button" value="v"/>	Job Related <input type="button" value="v"/>	Delete
3	BOST, PATRICIA	Staff Service Analyst (General)	N/A <input type="button" value="v"/>	4 <input type="button" value="v"/>	Job Related <input type="button" value="v"/>	Delete
4	COMBS, CHARLES	Park Maintenance Chief III	N/A <input type="button" value="v"/>	4 <input type="button" value="v"/>	Job Related <input type="button" value="v"/>	Delete
5	BABCOCK, DAVID	Guide I Historical Monument	N/A <input type="button" value="v"/>	4 <input type="button" value="v"/>	Job Related <input type="button" value="v"/>	Delete

- d. From the drop down lists select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3 [[Go To Next Step](#)]

#	Name	Classification	Grade	Hours	Training Category	
1	YUNE, DENNIS	Surfer	Credit	4	Job Related	Delete
2	DEBELLIS, TOM	Consultant	Credit	4	Job Related	Delete
3	BOST, PATRICIA	Staff Service Analyst (General)	Credit	4	Job Related	Delete
4	COMBS, CHARLES	Park Maintenance Chief III	Credit	4	Job Related	Delete
5	BABCOCK, DAVID	Guide I Historical Monument	Credit	4	Job Related	Delete

- e. Click the [Go To Next Step](#) link to select the Instructors and number of hours taught. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Enter Instructor(s) Step 3 of 3

Training Program Department Instructors		
Name	Instructor Type	Hours
Please Select		Pending

Training Program NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Carpentry Skills	4	

- f. **Department Instructors:** By selecting a Department Instructor from the drop down list, a screen will appear that looks similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Enter Instructor(s) Step 3 of 3

Training Program Department Instructors			
Name	Instructor Type	Hours	
WAGY, STEVEN : State Park Superintendent III	Driver Awareness	4	submit
	Driver Awareness		
	Driver Training		

Training Program NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Carpentry Skills	4	
					submit

- g. Wait for Instructor Type and Hours to load, then select and **submit**. Repeat this process to add additional Department Instructors.
- h. To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Enter Instructor(s) Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

Training Program Department Instructors			
Name	Instructor Type	Hours	
Please Select		Pending	

Training Program NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Carpentry Skills	4	
					submit

Training Program Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
WAGY, STEVEN	State Park Superintendent III	4	Driver Awareness	DPR	Delete

Training Program NON-Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
SMITH, TOM	Driver	4	Driver Awareness	CHP	Delete

- i. Click the [Click Here to Finalize the Attendance Roster](#) link to view the completed roster for this program. The screen will look similar to this:

Training Attendance Roster (Group)

(Defensive Driver Training Program: 5/1/2006 - 5/1/2006)

Old Training Attendance Rosters [View](#)

Permanent Trainee(s)				
Name	Classification	Hours	Grade	Training Category
BOST, PATRICIA	Staff Service Analyst (General)	4	Credit	Job Related
COMBS, CHARLES	Park Maintenance Chief III	4	Credit	Job Related

Non - Permanent Trainee(s)				
Name	Classification	Hours	Grade	Employer
DEBELLIS, TOM	Consultant	4	Credit	Self-Employed
YUNE, DENNIS	Surfer	4	Credit	Self-Employed

Training Program Instructor(s)				
Name	Instructor Type	Classification	Hours	Employer
WAGY, STEVEN	Driver Awareness	State Park Superintendent III	4	DPR
SMITH, TOM	Driver Awareness	Consultant	4	CHP

3. To access your Completed Training Attendance Roster database click the [View](#) link. The screen will look similar to this:

Training Attendance Roster (Group)

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Program Title	Start Date	End Date	# of Trainees on Roster	
Academy Director/Coordinator Workshop	4/1/2006	4/6/2006	2	Add Trainee
Administrative Workshop	5/17/1993	5/19/1993	1	Add Trainee
Administrative Workshop	9/24/2001	9/26/2001	34	Add Trainee
Adobe Photoshop - Level I	11/19/2003	11/19/2003	1	Add Trainee
Adobe Photoshop - Level I	8/18/2003	8/19/2003	1	Add Trainee
Adobe Photoshop - Level I	9/1/2003	9/2/2003	1	Add Trainee
Adobe Photoshop - Level I	4/22/2004	4/23/2004	1	Add Trainee
Adobe Photoshop - Level I	2/4/2004	2/5/2004	1	Add Trainee
Adobe Photoshop - Level II	2/25/2004	2/26/2004	1	Add Trainee
Adobe Photoshop - Level II	4/26/2004	4/27/2004	1	Add Trainee

- a. **Program Title:** Click the [Program Title](#) link to view description from the Training Catalog.
- b. **Start/End Date:** Start/End date of the Program.

- c. **# of Trainees on Roster:** Shows the number of Trainees who completed the program.
 - d. **Add Trainee:** By clicking the [Add Trainee](#) link, the Instructor can add additional Trainees and Instructors to the Roster.
 - e. **Delete Roster:** By clicking the [Delete Roster](#) link, the Instructor can delete a roster if no Trainees have been added to the roster.
4. **Request to Add Program:** Click the [Submit](#) link to add a program to the Training Catalog.
- C. **[SCHEDULE REQUEST](#):** This will allow the Instructor to request that a Training Program held by their Training Group be listed on the Training Schedule. Employees from other Training Groups will be able to submit an Out-Service Training Request to attend the program.
1. To submit a Training Schedule Request click the [Schedule Request](#) link within the drop down list. The screen will look similar to this:

Close Window

**IN-SERVICE
TRAINING SCHEDULE REQUEST**

Request to add Program [[SUBMIT](#)]

Program Title	11550 Drug Recognition Course
Start Date:	<input type="text"/> MM/DD/YYYY
End Date:	<input type="text"/> MM/DD/YYYY
Training Request Due Date :	<input type="text"/> MM/DD/YYYY
Training Group :	Training Office (068)
Comment :	<input type="text"/>

[submit](#)

- a. Complete all required fields and **submit**. Under Comment, include all pertinent information that is required for an Employee to attend the program, such as location, program agenda, required equipment, etc.

NOTE: To modify or cancel this program, contact the System Administrator.